

Suppliers Instructions How to Express Interest

Suppliers Instructions How to Express Interest in this Tender

1. Register your company on the University Hospitals of Morecambe Bay NHS Trust portal (this is only required once)
 - Browse to the eSourcing Portal: <https://uhmb.bravosolution.co.uk/web/login.shtml>
 - Click the “Click here to register” link
 - Accept the terms and conditions and click “continue”
 - Enter your correct business and user details
 - Multiple email addresses can be entered to enable all divisions within your business to receive emails from the system, these must be separated using a semi-colon
 - Note the username you chose and click “Save” when complete
 - You will shortly receive an email with your unique password (please keep this secure)

2. Express an Interest in the tender
 - Login to the portal with the username/password
 - Click the “Open Access PQQs” link. (These are Pre-Qualification Questionnaires open to any registered supplier)
 - Click on the relevant PQQ to access the content.
 - Click the “Express Interest” button in the “Actions” box on the left-hand side of the page.
 - This will move the PQQ into your “My PQQs” page. (This is a secure area reserved for your projects only)
 - Click on the PQQ code, you can now access any attachments by clicking the “Settings and Buyer Attachments” in the “Actions” box

3. Responding to the tender
 - You can now choose to “Reply” or “Reject” (please give a reason if rejecting)
 - You can now use the ‘Messages’ function to communicate with the buyer and seek any clarification
 - Note the deadline for completion, then follow the onscreen instructions to complete the PQQ
 - There may be a mixture of online & offline actions for you to perform (there is detailed online help available)

If you require any further assistance use the online help, or the BravoSolution help desk is available Mon – Fri (8am – 6pm) on:

- eMail: help@bravosolution.co.uk
- Phone: 0800 069 8630